

**WESTERN LANE AMBULANCE DISTRICT
REGULAR BOARD MEETING
2625 Highway 101, Florence, OR 97439
February 28, 2019**

DIRECTORS PRESENT: Mike Webb, Larry Farnsworth, and Rick Yecny.

DIRECTORS NOT PRESENT: Cindy Russell and Dick Childs.

STAFF PRESENT: Steve Abel, Dina McClure, Matt House, and Holly Lais.

Director Yecny called the meeting to order at 12:00 pm.

APPROVAL OF MINUTES:

Director Webb made a motion to approve the Meeting Minutes for January 28, 2019. Director Farnsworth seconded the motion. Roll Call, motion passed unanimously.

PUBLIC COMMENTS: N/A

FINANCIAL REVIEW:

- McClure reported that Chris Mahr will be here next week to help with audit journal entries, and Kathy Taylor here the following week to review financials and assist with budget planning.
- To date, WLAD is at 58% of their expense budget. PERS Operations is high at 76.49% due to misbudgeting Tier I & II and OPSRP employees. PERS Admin is at 58%. There is an auto deduction set up for PERS to be taken out of the bank accounts every month. PERS rates will increase next fiscal year, and the board asked to receive estimates by the next meeting for review. All other categories are at or below budget.
- Director Farnsworth requested a line item for LifeMed's contractual allowances from SDW.
- The MIH is funded until 2020. Funds due to arrive will fund the following fiscal year. McClure will check the contract and will report to the board next month.
- On the Debt Card report, there was a fraudulent charge from Sea World, FL. The card was canceled and WLAD was credited back the amount.
- McClure reported the Seismic Grant final reimbursements are in.
- McClure attended a webinar about the increase in health insurance. Options range from a 5% increase, depending on the providers, up to an 11% increase if providers don't change. A vote will be taken. Currently, WLAD employees pay 10% of their premium and a policy change may be needed when new rates are implemented.
- The board would like to see the breakdown on the payer mix with SDW. They recommended a pie chart broken down by payer type with plans and insurances like Medicare.
- Director Farnsworth declared a conflict of interest with Heceta Self Storage Unit.

Financial Statements for January 2019: Director Webb made a motion to approve the Transaction List. Director Farnsworth seconded the motion. Roll Call, motion passed unanimously.

OLD BUSINESS: N/A

STAFF REPORTS:

Chief's Report:

- Chief Abel reported that at 7:00pm a Meet and Greet will be held for the four chief applicants to meet the public. Friday at 8:30am, the applicants will begin the assessment process, which will

last all day. There will be four scenarios with 19 assessors, including neighboring chiefs and city officials. Saturday, both SVFR and WLAD Boards will interview the candidates during executive sessions. Abel hopes that the weather does not interrupt travel for the candidates.

- Abel is still working with FPD regarding dispatch and he reported that the Rotary Dinner went well. He continues to teach classes, including the First 5 Minutes, and hosted January's SW Oregon Coast Fire Chiefs group where he networked with neighboring chiefs.
- Abel is preparing invitations to the upcoming Awards Banquet that will be on April 13th. With the "One Team" approach, both SVFR and WLAD will be in attendance. The theme will be a 1920's Speakeasy/ Murder Mystery.

EMS Operations Chief Report:

- House reported that WLAD had three walkthrough evaluations this month; all were pleased with the organization. The groups looked at risk safety and management for insurance. WLAD rated 9/10 compared to other districts. Operations rate was above average and administration at average. Admin has already begun addressing issues the surveyors found.
- Kudos were given to David Haberman for his work with the Peer Support group to keep things on track and organized.
- WLAD is working on getting permissions setup for Wendy Sullivan on the MIH software. Data shows that the current number of patient calls are down, but that may be due the two months of training that Sullivan is about to complete. With her return to the field, numbers are expected to rise.
- Medics had two recent transfers to Coos Bay due to current bad weather conditions and the closure of Hwy 126. House is working with doctors to see if they can build a new SOG that relates to Critical Care Transports vs. Non-emergent Transports. He would like to see a possible 8 hour wait period for safety reasons for non-emergent transports.

Office Manager's Report:

- On February 21st, McClure, House, Lais, and Director Russell attended a Budget Law Class in Coos Bay, hosted by the Oregon Department of Revenue. Ops Chief Dickerson, Mary Dimon and Lara Lindemann will be attending the same class in Eugene on March 5th.
- Chief Abel, McClure, and Lais had a conference call with ADP to ensure that payroll issues are being addressed and future errors are avoided. Districts will be receiving a reimbursement for payroll fees and a cancelled HR Assist. ADP ran trial payrolls to receive 100% accuracy.
- Special Elections will be held on May 21. Director Childs and Director Russell's terms end June 30th.
- There are two open positions on the budget committee. One application is in for WLAD.
- Admin is working on changing all board members over to district email addresses. The use of personal emails is not recommended.
- McClure attended the Special District's conference in Sunriver. Topics she attended included cyber security, an overview of payroll and related rules, the fire districts caucus, public meetings, and priority planning.

NEW BUSINESS:

IGA Committee Recommendations for 3rd Entity:

- The Chief Summary Report, written by Chief Abel, was presented by Director Yecny.
- On February 13th, Chief Terry Ney from Lane Fire Authority came and gave an overview of how they use the 3rd entity concept, similar to the Pleasant Hill-Goshen department. The entity does not impact the volunteers, is not a taxing district, and allows for equal representation from both district boards. Having the 3rd entity would lay a foundation for future entities and would allow for more transparency between departments while keeping cost low for initial setup. The

concept of “One Team” has been working with the operational synergies and having the 3rd entity in place allows for administration “to catch up”.

- Director Yecny shared a written correspondence from Director Russell in favor of the IGA 3rd entity and a phone call from Director Childs who is also in favor of the 3rd entity.
- There will be a Special Joint Meeting March 7th at 5:30 p.m. to consider a resolution.

DIRECTOR COMMENTS:

Director Farnsworth was pleased with the dashcams in the Officer vehicles, and Director Yecny gave a round of kudos to the admin staff for gathering information together quickly for recent events.

CORRESPONDENCE:

Attached to February’s Board Packet is the FURA Meeting Update submitted by John Scott.

FUTURE AGENDA BUSINESS:

The next board meeting will be a Joint Meeting with SVFR on Wednesday, March 20, 2018, at 6:00 pm.

Director Webb made a motion to adjourn the Board Meeting at 1:07 pm. Director Farnsworth seconded the motion. No Roll Call was required.

Respectfully submitted,
Holly Lais, Recording Secretary